

SHERRY A. SEYBOLD

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Oroville, CA 95966

Home: 530/679-0512
Office: 510/486-4115

CAREER OBJECTIVES

Position which utilizes my technical, creative and organizational skills in the most optimal and mutually beneficial manner possible.

SUMMARY OF QUALIFICATIONS

- Design and consultation for layout of printed and electronic publications, including posters, presentations, reports, brochures and program plans. Design and implementation Of department and program websites. Maintain, update and troubleshoot various sites and pages. Familiarity with networking and server-related issues.
- Proficient in many graphics, digital imaging, layout and web applications (Adobe Illustrator, Photoshop, InDesign, QuarkXPress, Canvas, CorelDraw, and other third Party software, as well as Dreamweaver MX, Fireworks MX and Bbedit.
- 20 years document processing using various software (MS Office, WordPerfect on both Macintosh and Windows platforms.
- Strong organizational abilities, writing, proofreading and communication skills and; excellent grammar. Extensive experience with scientific, medical and engineering terminology. Training and instructional skills.

PROFESSIONAL EXPERIENCE

Oct 2008 – present

E.O. LAWRENCE BERKELEY NATIONAL LABORATORY, Berkeley, CA

Web Developer III

- Designer and support to the primary Web Administrator for the Division website: <http://www-esd.lbl.gov/>. Maintenance & design of other major project websites.
- Conceive and design complex art and copy layouts for material to be presented by visual communications media such as brochures, books, magazines, and displays.
- Responsible for design, production and implementation of graphics and text for scientific reports, presentations, websites and other printed materials for the Earth Science Division.

May 1999 – Oct 2008

Technical Illustrator III

- Responsible for design, production and implementation of graphics and text for scientific reports, presentations, websites and other printed materials for the Earth Science Division.
- Conceive and design complex art and copy layouts for material to be presented by visual communications media such as brochures, books, magazines, and displays.
- Primary design and back-up to the Coordinating Graphics Designer for administration of Division website: <http://www-esd.lbl.gov/>. Other maintained sites: <http://www.lbl.gov/NABIR/>, <http://vimss.lbl.gov/>.
- Provide computer hardware and software support as needed. Consult, research and purchase computers, printers, peripheral equipment and software.

April 1995 – May 1999

Administrative Services III

- Point of contact for Earth Science Division Environmental Remediation Department. Provide all administrative support for Department Head and scientists utilizing email, Meeting Maker and other laboratory resources.
- Prepare/word process correspondence, proposals, technical reports and journal articles. Compose and draft routine administrative memorandum and general correspondence. Proofread and edit documents and reports.

- Administer Progress Tracking System and Technical Task Plan program for Environmental Management projects reported to Department of Energy.
- Create and prepare graphics, complex charts and figures for presentations, reports and posters.
- Create file tracking systems and maintain departmental files.
- Coordinate meetings, workshops and visitor's schedules. Prepare agendas and arrange venues. Maintain department schedule and organize travel.

1992 - April 1995

CHILDREN'S HOSPITAL OAKLAND RESEARCH INSTITUTE, Oakland, CA

Secretary II

- Exclusive administrative support for two Research Scientists and assisted laboratory personnel. Independently completed regular and ongoing assignments.
- Typed grant applications, scientific manuscripts, reports including graphics and statistical tables.
- Arranged and scheduled seminars. Created flyers for distribution.
- Institutional Animal Care and Use Committee secretary. Organized and scheduled regular meeting and took minutes. Kept Animal Protocol and other data records pertaining to Committee business.
- Created and maintained filing and other organizational systems for responsible areas.
- Performed Medline database searches.
- Arranged travel.

1988 - 1992

AIRCO COATING TECHNOLOGY, Fairfield, CA

Executive Secretary

- Provided administrative support to the Vice President of Manufacturing and Engineering who in turn is responsible for five separate functional areas within the facility.
- Generated some, and processed all correspondence, internal and external, both incoming and outgoing on an international scope.
- Processed incoming mail
- Arranged and coordinated the Vice Presidents' schedule.
- Re-organized and maintained the facilities "Central File."

1985 - 1988

Senior Secretary

- Worked very independently for Engineering department of 35.
- Provided administrative support and organize Engineering Manager and 6 supervisors; arranged domestic and international travel (visa's, etc.).
- Word processed all correspondence, reports and specifications.
- Implemented filing and other office systems.

1982 - 1985

INFORMATION ON DEMAND, INC., Berkeley, CA

Administrative Assistant

- Word processed all correspondence, reports and assembled research projects for clients.
- Re-worked main research filing system.
- Record keeping for various programs.
- Administered electronic mail and telexing.
- Relief receptionist.

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1978 - 1982 CALIFORNIA COLLEGE OF ARTS AND CRAFTS, Oakland, CA

Secretary

1978 CAPITOL CREDIT CORPORATION, San Francisco, CA

Secretary

EDUCATION

1982 CALIFORNIA COLLEGE OF ARTS AND CRAFTS, Oakland, CA

Bachelor of Fine Arts in General Design and Illustration

1977 REGIONAL OCCUPATIONAL PROGRAM, Richmond, CA

Certificate of Completion - Business

2000/2002 SFSU COLLEGE OF EXTENDED LEARNING- Multimedia Studies, S.F., CA

Certificate of Completion – Digital imaging and Dreamweaver MX